

SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





Shakopee Public Schools
School Board Regular Business Meeting
District Office Board Room, 1200 Town Square,
Shakopee

April 22, 2019
6:00 PM

1. CALL TO ORDER AND ROLL CALL - CHAIR BOWERMAN
2. PLEDGE OF ALLEGIANCE
3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

3. 1. Above and Beyond Volunteer Recognition

3. 2. Congratulations to our Destination Imagination Teams

Congratulations to our Destination Imagination teams for a successful run at the state level.

“Organized Mess” placed 1st in the Improvisational Challenge and earned the chance to compete in the the Global Finals in Kansas City where they will compete with students from around the world! Team members include: Michael Waldorf, CJ Younger, Himani Joshi, Esther Kuah, and Payton Mason. The team managers are Chris Younger and Sudha Joshi.

“Flip the Switch” placed 5th in the Improvisational Challenge. Team members include: Paige Leary, Janani Karthick, Agrim Joshi, Carter Smith, Libby Hendrickson, and Smrithi Arunkumar. The team manager is Lisa Leary.

Destination Imagination is an innovative, international educational program in which student teams solve open-ended challenges and present their solutions at a regional tournament. After a successful run in the Minnesota regional tournament, Organized Mess and Flip the Switch moved on to compete in the state tournament.

3. 3. Congratulations to our Girls Basketball Team

Congrats to our girls basketball team for competing in the Class 4A Girls State Basketball Tournament in March.

Shakopee qualified for the Class 4A girls state basketball tournament by beating Eden Prairie 41-39 on Friday night at Eden Prairie High School. The Sabers played the # 2 seeded Stillwater Ponies in the state quarterfinals. Congratulations to all of our students, team managers, and coaches: Isabell West, Kyleigh Stark, Jaley

Coplin, Kelley Brennan, Jazmyn McClellon, Amanda Moen, Sophie Moran, Kate Cordes, Jasmyn Hale, Maya Mitchell, Delaney Jossart, Natalie Holte, Aly Meier, Paige Broze, Katie Goodwin, Nicole Giese, Jocelyn Shromoff (team manager) and Kelsey Krieg (team manager).

Coaches: Dan Russell, Steve Hack, and Juan Mitchell.

3. 4. Congratulations to SHS Biology Teacher Michael Hoffman
Congrats to Michael Hoffman; our biology teacher at the high school. He was recognized in March by WCCO Channel 4 as an Excellent Educator. This is Michael's 10th year teaching at the school. Michael says he went into teaching because he liked to work with the students. He keeps his lessons exciting, but it's the relationships with the students that excites him the most. At the end of the school year, Hoffman's goal for his students is for them to have evolved.

4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

5. CONSENT ITEMS

5. 1. Personnel Items

5.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Ansell, Emily, Teacher, Special Service, Red Oak Elementary School, 6/07/2019

Colburn, Heidi, Teacher, English, High School, 6/07/2019

Duran-Marin, Valeria, Office Assistant, High School, 4/19/2019

Evelt, Mitch, Teacher, Band, High School, 6/07/2019

Fahey, Kayla, Teacher, Physical Education, East Middle School, 6/07/2019

Fokken, Kim, Custodian, High School, 4/19/2019

Holstine, Kelly, Teacher. English, Tokata Learning Center, 6/07/2019

Howling Wolf, Kariusta, Food Service, Eagle Creek Elementary School, 4/24/2019

Larson, Stephanie, Program Support Assistant, Eagle Creek Elementary School, 5/03/2019

Nasiatka, Thomas, Teacher, Music, West Middle School, 6/07/2019

O'Malia, Sarah, Teacher, Art, East Middle School, 3/29/2019

Paul, Linda, Technology Assistant, High School, 4/19/2019

Recommended Action

Accept the resignations and thank them for their service to the district as presented.

5.1.2 Approval of Non-Certified Contracts for the 2018-19 School Year

Last Name, First Name, Position, Location, Salary, Effective

Armstrong, Rachel, Program Support Assistant, Eagle Creek Elementary School, \$14.59, 4/08/2019

Mackey, David, Custodian, High School, \$16.41, 4/17/2019

Neri, Jessica, Program Support Assistant, Sweeney Elementary School, \$16.30, 4/08/2019

Perkins, Cheryl, Food Service Worker, West Middle School, \$12.94, 3/25/2019

Poppler, Ashley, Program Support Assistant, High School, \$14.59, 3/25/2019
 Wallebeck, Dylan, Custodian, High School, \$16.41, 4/09/2019
 Weierke, Susan, Food Service Worker, Red Oak Elementary School, \$12.94,
 3/25/2019
 Werner, Rae, Program Support Assistant, Central Family Center, \$14.87, 3/26/2019

Recommended Action

Approve the non-certified contracts as presented.

5.1.3 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary

Gruber, Kaytlyn, Swanson, Theresa, Teacher, Special Services, Sweeney Elementary School, 2/19/2019 through approx. 4/30/2019, BA Step 3, 1.0, \$214.35/day
 Rendon, Pearl, N/A, Program Support Assistant Bilingual, Eagle Creek Elementary School, 4/08/2019 through approx. 5/31/2019, Grade 3, Step 1, .813, \$16.60/hr

Recommended Action

Approve the Long Term Substitute contracts as presented.

5.1.4 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title

Allen, Brooks, MS Tennis Coach
 Larsen, Jenny, MS Tennis Coach
 Sanders, Grace, MS Tennis Coach
 Varadhan, Aavni, MS Tennis Coach

Recommended Action

Approve the Co-Curricular Assignments as presented.

5.1.5 Approval of Teaching and Learning Supervisor

Last Name, First Name, Position, Location, Effective, Salary

Rolfsrud, Ford, Teaching and Learning Supervisor, District Wide, 7/01/2019, \$117,000.00

Recommended Action

Approve Ford Rolfsrud as Teaching and Learning Supervisor beginning the 2019-20 School Year.

- 5. 2. Approval of Minutes of the School Board Meetings 8

Recommended Action

Approve the minutes of the March 25, 2019 School Board Business Meeting and the April 8, 2019 School Board Work Session as presented.

- 5. 3. Consideration of Bills and Authorization to Pay Same 16

Recommended Action

Approve the bills and authorize to pay same as presented.

- 5. 4. Approval of Wires Reports 25

Recommended Action

Approve the wires reports as presented.

5. 5. Authorization for Sale of Obsolete Equipment

Director of Instructional Technology Bryan Drozd is requesting authorization for sale of obsolete technology equipment.

Recommended Action

Per School District Policy 802, authorize the sale of obsolete technology equipment (approximately 320 Macbooks with an estimated value of \$45,000) as presented.

5. 6. SouthWest Metro Joint Powers Agreement Amendment

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Recommended Action

1. That the attached SouthWest Metro Joint Powers Agreement be and hereby is approved as amended; and
2. That the Chairman and Clerk are hereby authorized to execute and deliver the attached amended SouthWest Metro Joint Powers Agreement.

6. INFORMATIONAL

6. 1. ICS Audit

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In January the District administration initiated an audit of consulting activity between ICS and the school district. Audit focused on consulting activity from 2012 through 2018 emphasizing an analysis of contractual agreements, subsequent district payments related to contractual agreements, and an analysis of reimbursable charges related to consulting activity. The District's audit firm (BerganKDV) provided support for the audit.

In summary we determined:

Payments to ICS were reconciled back to contractual agreements

Costs related to benefit former employee were not passed back to the district

Reimbursable charges were reasonable and easily verified

Contract costs were reasonable to similar school district building projects

Presenter: Director of Finance and Operations Jeff Priess

Time: 10 minutes

6. 2. 2019 Community Facilities Task Force Update

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The 2019 Community Task Force will analyze pertinent information and consider options for the current facilities. Our Community Facilities Task Force will be comprised of a broad cross section of interests from School District residents and parents to district staff and administration.

The goal of the Task Force is to achieve a thorough understanding of the capacity of existing spaces and the areas where space is available. The Task Force will make a recommendation of the most appropriate use of these spaces to the School Board. The Task Force analysis will include Pearson School and the Central Family Center (CFC). It will also take into account enrollment trends.

Projected schedule of activities:

- April 8 – 24, 2019 @ 3:00PM Self-nomination application window
- May 15, 2019 @ 6:00PM Kick-off, informational meeting

- July 11, 2019 @ 6:00PM 1st summer 2019 meeting
- August 22, 2019 @ 6:00PM 2nd summer 2019 meeting
- Fall 2019 Meetings all meetings @ 6:00PM
- September 18, 2019
- October 3, 2019
- October 15, 2019
- November 4, 2019
- November 12, 2019
- December 2, 2019
- November 20, 2019 @ 5:00PM Presentation of recommendations to School Board Facilities Committee
- December 9, 2019 @ 6:00PM Presentation of recommendations School Board Business Meeting
- January 2020 CFTF final presentation

https://docs.google.com/forms/d/1NU4GYsRkSmiwRu6obMRul-gnnD_6LMwhtTqf27vHygE/edit

Presenter: Superintendent Mike Redmond

Time: 5 minutes

7. DISCUSSION AND POSSIBLE ACTION

7. 1. 2018-19 School District Finance Monthly Update 52

The 2018-19 school district finance monthly update as presented for review.

Recommended Action

Approve 2018-19 revised General Fund Revenue in the amount of \$98,126.764 as presented.

Presenter: Director of Finance and Operations Jeff Priess

Time: 5 minutes

8. ACTION

8. 1. 2nd Reading and Approval of School District Policies 533, 614, 614FRM, 722 and 722FRM; and deletion of Policy 909 54

Policy Committee Chair Kristi Peterson will present three school district policies and two school district policy forms for approval along with school district policy 909 for deletion.

Recommended Action

Approve School District Policies 533, 614, 614FRM, 722 and 722FRM; and deletion of Policy 909 as presented.

Presenter: Policy Committee Chair Kristi Peterson

Time: 5 minutes

9. OTHER

10. COMMITTEE REPORTS

11. RECOGNITION OF VISITORS TO BOARD MEETING

12. UPCOMING MEETINGS AND IMPORTANT DATES

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- April 8-24, 2019 Self-nomination period for Community Facilities Task Force (deadline 3:00PM on 4/24/19)
- April 22, 2019 5:00PM Finance Committee Meeting District Office Room 202
- April 24, 2019 4:00PM Communications Committee Meeting District Office Board Room
- April 24, 2019 5:00PM Facilities Committee Meeting District Office Board Room
- May 6, 2019 5:00PM Personnel Committee Meeting District Office Room 202
- May 6, 2019 6:00PM School Board Work Session District Office Board Room
- May 15, 2019 6:00PM Community Facilities Task Force District Office Board Room
- May 20, 2019 5:00PM Finance Committee Meeting District Office Room 202
- May 20, 2019 6:00PM School Board Business Meeting District Office Board Room
- May 22, 2019 5:00PM Facilities Committee Meeting District Office Board Room
- June 10, 2019 5:00PM Policy Committee Meeting District Office Room 202
- June 10, 2019 6:00PM School Board Work Session District Office Board Room
- June 24, 2019 5:00PM Finance Committee Meeting District Office Room 202
- June 24, 2019 6:00PM School Board Business Meeting District Office Board Room
- June 26, 2019 5:00PM Facilities Committee Meeting District Office Board Room

13. ADJOURNMENT

Minutes of School Board Regular Business Meeting

School Board Shakopee Public Schools

A School Board Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, March 25, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee.

1. CALL TO ORDER AND ROLL CALL - CHAIR BOWERMAN

PRESENT: Aldrich, Christiansen, McKeand, Peterson, Tomczik, Tucker and Bowerman

ABSENT: None

2. PLEDGE OF ALLEGIANCE

3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

3. 1. Recognition of Snigdha Panda Named National Merit Scholarship Finalist

Congrats to Snigdha Panda, a senior at Shakopee High School, on being named a National Merit Scholarship Finalist. She is one of 15,000 students from across the nation to be named a finalist. She will learn sometime this spring if she will receive a scholarship offer. Snigdha will attend Johns Hopkins in the fall where she will study medicine. Also, job well done to Erin Heilman, our High Potential & Innovative Programs Coordinator. The Shakopee High Potential Services program exists to ensure that our gifted and talented students are properly identified and appropriately challenged in order to maximize their potential.

3. 2. Congratulations to Swim & Dive Team for State Level Competition

Congratulations to our Saber swimmers and divers on advancing to the Class 2A Boys State Swim and Dive meet and their 11th place finish at state! We'd like to recognize Erik Dahl, Liam Bergerson, Teddy Johnson, Alan Purves, Brandon Gorter, Evan Schroeder, Lucas Rognrud, Joe Koller, Logan Shepard and Nick Wieczorek. And, also Boys Swim/Dive Coaches Beth and Jared Neuharth, Megan Chmielewski and Head Coach Eric Hills. Job well done!

3. 3. Recognition of Landon Vaupel as Semifinalist in 2019 National Geographic GeoBee MN State Competition

Congratulations to Landon Vaupel, an 8th grade student at East Middle School, for advancing as a semifinalist in the 2019 National Geographic GeoBee Minnesota State Competition. Vaupel will compete in the state GeoBee on March 29 at the University of Minnesota. Vaupel is one of 100 students who qualified to compete. Winners at the state level receive a cash prize and represent their state in the National Championship in Washington D.C. in May. Earlier this year, Vaupel was named the champion at East Middle School. School Champions take an online qualifying test for the state competition.

3. 4. Recognition of MN State High School League ExCEL Award and AAA Winners

Congratulations to outstanding junior and senior athletes that have been named ExCEL Award and AAA winners. The ExCEL Award stands for Excellence in Community, Education, and Leadership. It's a unique recognition given to students involved in MSHSL sponsored activities who are leaders in their schools and demonstrate a strong commitment to community service. This year, Connor Raines and Madeline Canny were named ExCEL winners. Raines participates in football and wrestling. He's also on the "A" Honor Roll, participates in the Fellowship of Christian Athletes, and volunteers with various service groups throughout the community. Canny participates in soccer and hockey. She also ran cross country in junior high school. Canny also participates in the school's weight training program, is on the "A" Honor Roll, participates in the LINK

Crew, Student Council and the Fellowship of Christian Athletes. She also volunteers as a soccer and hockey coach and with other service groups in our community. In addition, two students were named the AAA (Academics, Arts and Athletics) Award winners by the MSHSL. Congratulations to Justine Holm and Joe Koller. Holm has participated in soccer, band and choir. Koller has participated in swimming, lacrosse, basketball, choir, and student government. Both also take CIS (College in the Schools) courses, AP courses and maintain an excellent GPA.

3. 5. Congratulations to Wrestling Team for State Level Competition

Our Shakopee wrestlers are the state champions! Shakopee captured its first state wrestling title on February 28 at the Xcel Energy Center in St. Paul when they defeated Stillwater 35-22 for the Class 3A state championship. Congrats, everyone!

Wrestlers

Pierson Manville, Leo Tukhlynovych, Paxton Creese, Ben Lunn, Tyler Jones, Seth Bakken, John Kroll, Sam Tremel, Riley Quern, Brandon Kidd, DJ Smith, Connor Raines, Jaden Hellerud, Carson Manville, Jack Casey, Joey Johnson, Ben Reiland, Tommy Johnson and Jade Trelstad

Managers

Julia King, Ella Dellwo and Maddy Larson

Coaches

Jim Jackson, Marcus LeVesseur, Maolu Woiwor, Derek Harwood, Dan Boos, Nick Creamier, Jayden DeVilbiss, Philippe Walker, Cole Baumgartner, Justice Davis, Jason Trelstad, Trom Peterson and Zabdeil Luna

4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

Christiansen/Peterson moved to approve the agenda as presented; motion passed unanimously.

5. CONSENT ITEMS

Tomczik/Christiansen moved to approve the consent agenda as presented; motion passed unanimously.

5. 1. Personnel Items

5.1.1 Acceptance of Retirements

Last Name, First Name, Position, Location, Effective Date

Driver, David, Teacher, Science, Tokata Learning Center, 6/07/2019

Kornder, Mary, Teacher, Grade 5, Eagle Creek Elementary School, 6/07/2019

Recommended Action

Accepted the retirements and thanked them for their service to the district as presented.

5.1.2 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Carlson, Rebecca, Teacher, Grade 4, Eagle Creek Elementary School, 6/07/2019

Dahl, Amber, Teacher, Math, High School, 6/07/2019

Fahey, Kayla, Teacher, Physical Education/DAPE, East Middle School, 6/07/2019

Fleming, Christopher, Technology Assistant, Sun Path Elementary School, 3/22/2019

Gerdes, Jodie, Teacher, English Language Learner, West Middle School, 6/07/2019

Iverson, Judi, Teacher, Science, High School, 6/07/2019

Kechely, Carolyn, Food Service Worker, Red Oak Elementary School, 3/01/2019

Lundberg, Phillip, Teacher, Grade 4, Eagle Creek Elementary School, 6/07/2019

Peterson, Anna, Program Support Assistant, Eagle Creek Elementary School, 3/22/2019

Russell, Molly, Teacher, Special Services, West Middle School, 6/07/2019

Thompson, Jacinta, Teacher, Science, West Middle School, 6/07/2019

Werner, Rae, Program Support Assistant, Central Family Center, 3/15/2019

Recommended Action

Accepted the resignations and thanked them for their service to the district as presented.

5.1.3 Approval of Certified Contract for the 2018-19 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual

Bloom, Elizabeth, Teacher, Special Services, West/East Middle School, BA, 3, 1.0, 2/19/2019, \$15,647.39

Prorated

Recommended Action

Approved certified contract as presented.

5.1.4 Approval of Non-Certified Contracts for the 2018-19 School Year

Last Name, First Name, Position, Location, Salary, Effective

Manasra, Najwa, Program Support Assistant, Central Family Center, \$14.59/hr, 2/26/2019

Kroells, Maria, Food Service Worker, Eagle Creek Elementary School, \$13.89/hr, 2/25/2019

Recommended Action

Approved the non-certified contracts as presented.

5.1.5 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary

Bauder, Cynthia, Douglas, Teila, Teacher, Grade 3, Eagle Creek Elementary School, 4/26/2019 through approx.

6/07/2019, MA Step 3, 1.0, \$256.86/day

Tabios, Taylor, N/A (increased student enrollment), Program Support Assistant, Eagle Creek Elementary

School, 3/07/2019 through approx. 6/06/2019, Grade 3 Step 1, .807, \$14.59/hr

Recommended Action

Approved the Long Term Substitute contracts as presented.

5.1.6 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title

Schleper, Thomas, Head Baseball Coach

Schmitz, Eric, Assistant Baseball Coach

Ryan, Kyle, Assistant Baseball Coach

Ungar, James, Assistant Baseball Coach

Thom, Joshua, Assistant Baseball Coach

Wagener, Robert, Assistant Baseball Coach

Stone, Jody, Junior High Baseball Coach

Stromgren, Kenneth, Junior High Baseball Coach

Gardner, Matthew, Junior High Baseball Coach

Hoffman, Zachary, Junior High Baseball Coach

Hartfiel, Curtis, Volunteer Baseball Coach

Johnson, David, Volunteer Baseball Coach

Dahlen, Nicholas, Volunteer Baseball Coach

Grim, Steven, Volunteer Baseball Coach

Larsen, Donald, Volunteer Baseball Coach

Fittante, Joseph, Head Softball Coach

Walker, Ashley, Assistant Softball Coach

Wermerskirchen, Kaitlyn, Assistant Softball Coach

Ostrom, Jaymee, Assistant Softball Coach

Schmidt, Sarah, Assistant Softball Coach

Evasco, Bristol, Volunteer Softball Coach

Angell, Kelsey, Volunteer Softball Coach

Casey, Jeffrey, Junior High Softball Coach

Schneider, Tara, Head Girls Lacrosse Coach

Pierce, Katherine, Assistant Lacrosse Coach
Krpmotich, Colleen, Assistant Lacrosse Coach
Russell, Daniel, Assistant Lacrosse Coach
Pollock, Sean, Head Boys Lacrosse Coach
Doorenbos, Alex, Assistant Lacrosse Coach
Allen, Philip, Assistant Lacrosse Coach
Mueller, Thomas, Assistant Lacrosse Coach
Walton, Brad, Volunteer Lacrosse Coach
Decorsey, Drew, Head Boys Tennis Coach
Gerleman, Alex, Assistant Tennis Coach
Voigt, Kelly, Assistant Tennis Coach
Decorsey, Rob, Volunteer Tennis Coach
Weiers, Andrew, Head Boys Golf Coach
Plagge, Nathan, Assistant Golf Coach
Hallett, Todd, Volunteer Golf Coach
Brown, Andrew, Junior High Golf Coach
Glass, Daniel, Junior High Golf Coach
Miller, Jon, Head Girls Golf Coach
Corteau, Donnat, Assistant Golf Coach
Fish, Joshua, Junior High Golf Coach
Haskins, Zachary, Head Boys Track & Field Coach
Siegmeier, Emily, Head Girls Track & Field Coach
Honza, George, Assistant Track & Field Coach
Bristol, Lauren, Assistant Track & Field Coach
Wachter, Jeffrey, Assistant Track & Field Coach
Loonan, John, Assistant Track & Field Coach
Chukuske, Ryan, Assistant Track & Field Coach
Bruzda, Emily, Assistant Track & Field Coach
Laughlin, Wade, Assistant Track & Field Coach
Richards, Michael, Assistant Track & Field Coach
Koenig, Daniel, Assistant Track & Field Coach
Nyberg, Kirsten, Junior High Track & Field Coach
Tyson, Joshua, Junior High Track & Field Coach
Rangel, John, Junior High Track & Field Coach
Lingenfelter, Steven, Junior High Track & Field Coach
Benson, Brooke, Junior High Track & Field Coach
Chapman, Alyssa, Adapted Softball
Amundsen, Thomas, Play Director
Cole, Robert, Assistant Play Director
Laursen, David, Technical Director
Duehr, Elizabeth, HOSA Advisor
Javner, Cassidy, Prom Advisor
Slaughter, Duane, Concessions Manager

Recommended Action

Approved the Co-Curricular Assignments as presented.

5. 2. Approval of Minutes of the School Board Meetings

Recommended Action

Approved the minutes of the February 25, 2019 School Board Business Meeting and the March 11, 2019 School Board Work Session as presented.

5. 3. Consideration of Bills and Authorization to Pay Same

Recommended Action

Approved the bills and authorize to pay same as presented.

5. 4. Approval of Wires Reports

Recommended Action

Approved the wires reports as presented.

5. 5. Approval of 2019-20 HeadStart Agreement

Recommended Action

Approved the 2019-20 HeadStart CAP Agreement as presented.

5. 6. Approval of 2019-20 YMCA School Age Childcare Agreement

Recommended Action

Approved the 2019-20 YMCA School Age Childcare Agreement as presented.

5. 7. Approval of Change Order #26 for the Shakopee High School Additions and Renovations Project
Change Order #26 for the Shakopee High School Additions and Renovations Project in the amount of \$159,538.38 was presented for approval.

Recommended Action

Approved Change Order #26 as presented.

5. 8. Approval of Change Order #27 for the Shakopee High School Additions and Renovations Project
Change Order #27 for the Shakopee High School Additions and Renovations Project in the amount of \$13,920.41 was presented for approval.

Recommended Action

Approve Change Order #27 as presented.

6. INFORMATIONAL

6. 1. 2018-19 School District Finance Monthly Update

The 2018-19 school district finance monthly update was presented for review.

7. DISCUSSION AND POSSIBLE ACTION

7. 1. Review of Digital Learning Handbook

Instructional Technology Director Bryan Drozd presented the 2019-20 Digital Learning Handbook for Board review.

Action

Tucker/McKeand moved to approve the 2019-20 Digital Learning Handbook as presented; motion passed unanimously.

7. 2. Proposal for Facilities Task Force

Superintendent Mike Redmond presented a draft of a framework for a Community Facilities Task Force for Board review.

Action

Peterson/Aldrich moved to approve the framework for the Community Facilities Task Force and directed administration to proceed with the formation of the task force as presented; motion passed unanimously.

8. ACTION

8. 1. Approval of School Board Communications Committee

Citizens Communications Advisory Committee Member Kristi Peterson presented information regarding the School Board Communications Committee for approval.

Recommended Action

Christiansen/Aldrich moved to approve the School Board Communications Committee effective immediately as presented; motion passed unanimously.

8. 2. Approval of School District Policy 534

Policy Chair Kristi Peterson and Dave Orlowsky presented school district policy 534 Unpaid Meal Charges for 2nd reading and approval.

Recommended Action

Christiansen/Tucker moved to approve school district policy 534 Unpaid Meal Charges as presented; motion passed unanimously.

8. 3. Approval of Assistant Superintendent Position beginning 2019-20 School Year

Dave Orlowsky has been serving in the role of 'Interim Superintendent' and 'Temporary Assistant Superintendent'. His service in these roles is best characterized as exemplary. It is the recommendation of the Superintendent, the word temporary be removed from Dave Orlowsky's title and the he assume the role of Assistant Superintendent beginning July 1, 2019. Dave is supremely qualified for this role in our district and will be an excellent 'fit'. He has already demonstrated a strong performance level and very high level of dedication to this role during the 2018-19 school year. He is the epitome of a 'servant leader'. Mr. Orlowsky will be a champion for developing structures and processes district-wide that will support improved student learning. He will also lead the development of deeper systems for Principal Development and Evaluation, which will also support improved student learning.

Recommended Action

McKeand/Tucker moved to approve Dave Orlowsky as the Assistant Superintendent beginning July 1, 2019; motion passed unanimously.

9. OTHER

10. COMMITTEE REPORTS

Tucker provided a SW Metro update for the Board.

11. RECOGNITION OF VISITORS TO BOARD MEETING

12. UPCOMING MEETINGS AND IMPORTANT DATES

March 25, 2019 5:00PM School Board Finance Committee District Office Room 202

March 27, 2019 5:00PM School Board Facilities Committee District Office Board Room

13. ADJOURNMENT

At 7:13PM, Christiansen/Peterson moved to adjourn; motion passed unanimously.

Minutes of School Board Work Session

School Board Shakopee Public Schools

A School Board Work Session of the School Board of Shakopee Public Schools was held Monday, April 8, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee.

1. CALL TO ORDER SCHOOL BOARD WORK SESSION AND ROLL CALL - VICE CHAIR TOMCZIK

PRESENT: Aldrich, Christiansen, McKeand, Peterson, Tucker and Tomczik

ABSENT: Bowerman

2. PLEDGE OF ALLEGIANCE

3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

4. CONSIDERATION OF AGENDA AS PRESENTED

Peterson/Christiansen moved to approve the agenda as presented; motion passed unanimously.

5. FIRST READING OF POLICIES

5. 1. School District Policies 533, 614, 614FRM, 722 and 722FRM; deletion of 909

An introduction of MSBA suggested policies and current policies being updated was made. Second reading schedule for April 22 School Board meeting.

6. DISCUSSION

6. 1. Benchmark Survey

Superintendent Mike Redmond provided an overview of a potential benchmark survey.

7. DISCUSSION AND POSSIBLE ACTION

8. INFORMATION

8. 1. Presentation on Virtual Library Cards for Students

Instructional Technology Director Bryan Drozd and SHS Media Specialist Sandy Reishus presented a new partnership between Shakopee Public Schools and Scott County Library. Students will receive a fine-free virtual library account that will provide access to digital resources from the Scott County Library system and allow for checkout of two physical items.

8. 2. Facilities Task Force

Presentation of the final plans for the startup of a Facilities Task Force. The task force will examine the use of existing space in the district and share recommendations for ways to use this existing space.

9. ACTION

9. 1. Consideration to Approve a Proposal to Change the Closing Date for Land Purchase Agreement with Trident Development, LLC

The timing of updates to the City of Shakopee's 10-year Comprehensive Plan and the Metropolitan Council's 2040 Comprehensive Plan have caused Trident Development, LLC to seek a delay in the closing date for the property on Lusitano Street. The proposed new closing date is December 31, 2019. Trident agrees to pay the district an additional \$10,000 in earnest money.

Action

Aldrich/McKeand moved to approve the second amendment to the real estate purchase agreement with Trident Development, LLC as presented; motion passed unanimously.

10. OTHER

11. UPCOMING MEETINGS AND IMPORTANT DATES

April 8-24, 2019 Self-nomination period for Community Facilities Task Force

April 8, 2019 5:00PM Policy Committee Meeting District Office Room 202

April 17, 2019 7:30AM Communications Committee Meeting District Office Board Room

April 22, 2019 5:00PM Finance Committee Meeting District Office Room 202

April 22, 2019 6:00PM School Board Business Meeting District Office Board Room

April 24, 2019 5:00PM School Board Facilities Committee District Office Board Room

12. ADJOURNMENT OF SCHOOL BOARD WORK SESSION

At 7:06PM, Peterson/Tucker moved to adjourn; motion passed unanimously.

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
3/21/2019 1:26:19 PM	EDG	105252057	741203	AG IREPAIR	5,667.00	Yes	No
3/21/2019 1:26:19 PM	EDG	105252057	741204	ANCHOR PAPER	2,770.00	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741205	ANVARY, AMELIA	75.00	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741206	BEARCOM WIRELESS WORLDWIDE	49.28	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741207	BERRY COFFEE COMPANY	95.72	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741208	BIX PRODUCE CO.	6,183.99	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741209	BUCKEYE CLEANING CENTER	528.24	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741210	BURNSVILLE SCHOOL DISTRICT	2,500.00	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741211	CENTERPOINT ENERGY MINNEGASCO	3,888.33	Yes	No
3/21/2019 1:26:20 PM	EDG	105252057	741212	CENTURYLINK	103.98	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741213	CHOICE ELECTRIC, INC	1,019.49	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741214	CHRISTENSON, DAVID L	83.00	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741215	CITY OF SHAKOPEE	1,755.00	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741216	COFFEE MILL INC	173.39	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741217	CONRAD, PETER	45.00	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741218	CUB FOODS	116.01	Yes	No
3/21/2019 1:26:21 PM	EDG	105252057	741219	DAN'S COMPUTER SERVICE	82.38	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741220	DEARLY, JERRY M	700.00	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741221	DECKER EQUIPMENT	151.57	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741222	DEMERS, BRANDYN	75.00	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741223	DHAMERA, ANUSHA	75.00	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741224	DISCOUNT STEEL, INC.	375.61	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741225	DIVERSIFIED SNACK DISTRIBUTORS	9,577.65	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741226	DOOR WORKS	170.00	Yes	No
3/21/2019 1:26:22 PM	EDG	105252057	741227	EAGAN HIGH SCHOOL	434.00	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741228	EARTHGRAINS	2,122.85	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741229	ECKROTH MUSIC	341.71	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741230	FERING, JOAN	184.90	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741231	FISCHER, BETH	90.00	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741232	GENERAL PARTS , INC	616.18	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741233	GRAPHIC SOURCE INC	197.00	Yes	No
3/21/2019 1:26:23 PM	EDG	105252057	741234	HALAAS, BRITTANY MARIE	75.00	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741235	HEARTLAND COSTUMES	180.23	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741236	HILLYARD / HUTCHINSON	3,530.56	Yes	No

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Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
3/21/2019 1:26:24 PM	EDG	105252057	741237	HORIZON COMMERCIAL POOL SUPPLY	1,004.45	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741238	HUNT, JESSICA LYNN	75.00	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741239	INNOVATIVE GRAPHICS	1,405.00	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741240	INNOVATIVE OFFICE SOLUTIONS	625.09	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741241	INSTITUTE FOR ENVIRON ASSESS	2,488.26	Yes	No
3/21/2019 1:26:24 PM	EDG	105252057	741242	JONCKOWSKI, DICK	40.00	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741243	JOSTENS INC	425.16	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741244	KIWI CO	360.00	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741245	LACH, THEAVY	50.00	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741246	LAKEVILLE HIGH SCHOOL SOUTH	150.00	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741247	LEININGER, CARRIE	90.00	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741248	LOFFLER	6,988.11	Yes	No
3/21/2019 1:26:25 PM	EDG	105252057	741249	LOWES	362.41	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741250	MEI TOTAL ELEVATOR SOLUTIONS	4,895.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741251	METRO ECSU	110.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741252	MINNESOTA CLAY	54.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741253	MINNESOTA HIGHWAY SAFETY & RESE	396.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741254	MINNESOTA LANDSCAPE ARBORETUM	835.50	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741255	MN HARVEST, LLC	100.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741256	MSBA	1,475.00	Yes	No
3/21/2019 1:26:26 PM	EDG	105252057	741257	MN STATE HIGH SCHOOL LEAGUE	1,184.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741258	MOHN, MONICA	44.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741259	NAC BUILDING SOLUTIONS	205.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741260	NASSP	385.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741261	NOW MICRO INC	400.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741262	UNIVERSITY OF MINNESOTA	13,195.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741263	OWENS, KASSANDRA	75.00	Yes	No
3/21/2019 1:26:27 PM	EDG	105252057	741264	PALMER BUS SERVICES	142,665.24	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741265	PERFORMANCE FOOD GROUP	4,661.80	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741266	PETERSON BROS. ROOFING	578.75	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741267	PLANSOURCE	2,067.60	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741268	PRAIRIE RIVER HOME CARE, INC	2,518.75	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741269	PRETTY AWESOME APPEARANCES	125.00	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741270	PRIOR LAKE HIGH SCHOOL	150.00	Yes	No

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3/21/2019 1:26:28 PM	EDG	105252057	741271	QUALITY FORKLIFT SALES & SERVI	98.00	Yes	No
3/21/2019 1:26:28 PM	EDG	105252057	741272	REIDERER, JEAN	75.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741273	RIEDERER, SARAH	75.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741274	SCOTT STREBLE PHOTOGRAPHER LLC	925.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741275	SECURITY CONTROL SYSTEMS, INC	264.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741276	SJOBERG, SUSAN	62.50	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741277	SMITH, KIMBERLY	135.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741278	SOUTHWEST METRO EDUCATIONAL CO	260.00	Yes	No
3/21/2019 1:26:29 PM	EDG	105252057	741279	SPEECHWIRE TOURNAMENT SERVICES	380.00	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741280	STAGES THEATRE COMPANY	675.00	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741281	STENZEL, MELISSA	40.00	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741282	SWANSON MEATS INC	2,456.25	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741283	TDS METROCOM	3,718.48	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741284	THREE RIVERS PARK DIST	787.30	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741285	TRANG, KRIS	70.00	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741286	TRIO SUPPLY COMPANY	2,529.41	Yes	No
3/21/2019 1:26:30 PM	EDG	105252057	741287	UHL CO., INC	6,354.22	Yes	No
3/21/2019 1:26:31 PM	EDG	105252057	741288	US FOODS, INC.	61,254.78	Yes	No
3/21/2019 1:26:31 PM	EDG	105252057	741289	VERIZON WIRELESS	2,308.78	Yes	No
3/21/2019 1:26:31 PM	EDG	105252057	741290	WANKE, SANDRA	45.00	Yes	No
3/21/2019 1:26:31 PM	EDG	105252057	741291	WILSON DEVELOPMENT SERVICES	16,381.50	Yes	No
3/21/2019 1:26:31 PM	EDG	105252057	741292	WORLD'S FINEST CHOCOLATE	3,695.00	Yes	No

*** Totals

Total Documents: 90

Total Amount: 336,807.41

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Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
3/28/2019 10:46:22 AM	EDG	105252057	741293	ABRAKADOODLE	1,564.00	Yes	No
3/28/2019 10:46:22 AM	EDG	105252057	741294	AG IREPAIR	1,046.00	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741295	AGYAPONG, VANESSA	32.50	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741296	AIRGAS NATIONAL CARBONATION	98.21	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741297	AKITABOX INC	14,000.00	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741298	ALL FURNITURE	10,427.20	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741299	AMERICAN TIME & SIGNAL CO	958.71	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741300	ARCH LANGUAGE NETWORK INC	320.00	Yes	No
3/28/2019 10:46:23 AM	EDG	105252057	741301	ATX LEARNING	1,818.75	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741302	AVID CENTER	13,677.00	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741303	BATTERIES R US	79.99	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741304	BERRY COFFEE COMPANY	236.14	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741305	BIX PRODUCE CO.	2,798.07	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741306	BROHOLM, SUE	2,069.00	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741307	BTU SERVICES, INC.	489.95	Yes	No
3/28/2019 10:46:24 AM	EDG	105252057	741308	CALLENIUS, LAURIE	140.00	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741309	CANON FINANCIAL SERVICES	2,563.44	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741310	CENTERPOINT ENERGY SERVICES	53,988.25	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741311	COFFEE MILL INC	125.00	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741312	COMPUTER EXPLORERS	360.00	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741313	CUB FOODS	383.31	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741314	DIVERSIFIED SNACK DISTRIBUTORS	5,885.34	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741315	DRAMA KIDS	540.00	Yes	No
3/28/2019 10:46:25 AM	EDG	105252057	741316	DVS RENEWAL	444.00	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741317	EARTHGRAINS	758.84	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741318	EQUITY ALLIANCE MN	210.00	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741319	FULTON, LISA	4,950.00	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741320	GENERAL PARTS , INC	657.59	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741321	GROTH MUSIC	103.20	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741322	HIGH TOUCH HIGH TECH OF THE TWIN	180.00	Yes	No
3/28/2019 10:46:26 AM	EDG	105252057	741323	HILLYARD / HUTCHINSON	6,391.32	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741324	HOUSE OF PRINT	6,147.05	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741325	INNOVATIONAL CONCEPTS	12,845.92	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741326	JOHN'S SEWER & DRAIN	195.00	Yes	No

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3/28/2019 10:46:27 AM	EDG	105252057	741327	JOHNSON CONTROLS	13,055.33	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741328	KIDCREATE STUDIO	949.00	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741329	KL GRAPHIC DESIGN	1,500.00	Yes	No
3/28/2019 10:46:27 AM	EDG	105252057	741330	LACH, THEAVY	150.00	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741331	LINCOLN NATIONAL LIFE INS CO	24,124.18	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741332	MCEA/MINNESOTA COMNTY ED ASSN	70.00	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741333	MINNEAPOLIS OXYGEN	39.15	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741334	MINNESOTA EDUCATION JOB FAIR	970.00	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741335	MONOPRICE.COM	128.30	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741336	NEIL'S OUTDOOR SERVICES	11,505.71	Yes	No
3/28/2019 10:46:28 AM	EDG	105252057	741337	NORCOSTCO	450.00	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741338	OFFICE OF MN IT SERVICES	691.20	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741339	PALMER BUS SERVICES	577.80	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741340	PERFORMANCE FOOD GROUP	154.58	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741341	PROVISION MEDIA INC.	180.00	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741342	RYAN MECHANICAL INC	1,007.00	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741343	SOUTHWEST METRO EDUCATIONAL CO	1,140.88	Yes	No
3/28/2019 10:46:29 AM	EDG	105252057	741344	TANGIBLE PLAY	594.00	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741345	THOUSAND HILLS CATTLE CO	2,704.00	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741346	THREE RIVERS PARK DIST	623.62	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741347	TIMM, RONALD M	158.40	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741348	TRI DIM FILTER CORPORATION	8,297.21	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741349	TRIO SUPPLY COMPANY	1,995.73	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741350	TWIN CITY HARDWARE	935.31	Yes	No
3/28/2019 10:46:30 AM	EDG	105252057	741351	UHL CO., INC	5,520.62	Yes	No
3/28/2019 10:46:31 AM	EDG	105252057	741352	US FOODS, INC.	29,701.83	Yes	No
3/28/2019 10:46:31 AM	EDG	105252057	741353	WILSON DEVELOPMENT SERVICES	19,265.40	Yes	No

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Total Amount: 272,973.03

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4/15/2019 4:49:34 PM	EDG	105252057	741363	ADVANCED IMAGING SOLUTIONS	877.00	Yes	No
4/15/2019 4:49:34 PM	EDG	105252057	741364	ADVANCED IMAGING SOLUTIONS	68.00	Yes	No
4/15/2019 4:49:34 PM	EDG	105252057	741365	AG IREPAIR	2,770.00	Yes	No
4/15/2019 4:49:34 PM	EDG	105252057	741366	AIRGAS NATIONAL CARBONATION	115.24	Yes	No
4/15/2019 4:49:34 PM	EDG	105252057	741367	AIRTECH THERMEX LLC	1,391.00	Yes	No
4/15/2019 4:49:34 PM	EDG	105252057	741368	ALLARD, BENJAMIN ALOYSIUS	225.00	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741369	AMERICAN TIME & SIGNAL CO	172.85	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741370	ANCHOR PAPER	1,420.00	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741371	ANDREEN, DEBRA JOY	1,000.00	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741372	ANVARY, AMELIA	75.00	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741373	ARAMARK	94.95	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741374	ARTHUR, PAULA	1,250.00	Yes	No
4/15/2019 4:49:35 PM	EDG	105252057	741375	EASTERN CARVER COUNTY SCHOOLS	4,500.00	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741376	ATX LEARNING	5,962.50	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741377	BATTERIES R US	952.58	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741378	BIX PRODUCE CO.	2,027.01	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741379	BRUCE THE BUG GUY	944.00	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741380	BTU SERVICES, INC.	489.95	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741381	CAPS	1,500.00	Yes	No
4/15/2019 4:49:36 PM	EDG	105252057	741382	CATALYST SOURCING SOLUTIONS	5,884.82	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741383	CENTER FOR EFFICIENT SCHOOL OPER	8,243.00	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741384	CHOICE ELECTRIC, INC	2,394.04	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741385	CSTMN	104,619.83	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741386	CUB FOODS	299.25	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741387	CUMMINS SALES AND SERVICE	1,009.92	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741388	DEARLY, JERRY M	500.00	Yes	No
4/15/2019 4:49:37 PM	EDG	105252057	741389	DESTINATION IMAGINATION	4,000.00	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741390	DIVERSIFIED SNACK DISTRIBUTORS	2,642.15	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741391	EARTHGRAINS	987.23	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741392	EDUCATORS BENEFIT CONSULTANTS	453.91	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741393	FERNDALE MARKET LLC	2,423.50	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741394	FLICEK WELDING LLC	7,600.00	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741395	FORSYTHE, JOSHUA	75.00	Yes	No
4/15/2019 4:49:38 PM	EDG	105252057	741396	GENERAL OFFICE PRODUCTS	933.80	Yes	No

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4/15/2019 4:49:39 PM	EDG	105252057	741398	GLYNN, JOHN	2,050.00	Yes	No
4/15/2019 4:49:39 PM	EDG	105252057	741399	GOPHER SPORT	228.35	Yes	No
4/15/2019 4:49:39 PM	EDG	105252057	741400	GROTH MUSIC	93.00	Yes	No
4/15/2019 4:49:39 PM	EDG	105252057	741401	HALO BRANDED SOLUTIONS INC	1,023.83	Yes	No
4/15/2019 4:49:39 PM	EDG	105252057	741402	HECKEL RACHEL	52.00	Yes	No
4/15/2019 4:49:39 PM	EDG	105252057	741403	HENNES SEPTIC PUMPING	265.00	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741404	HESSEN, PHOEBE	75.00	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741405	HIGH TOUCH HIGH TECH OF THE TWIN	1,600.00	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741406	HILLSHIRE BRANDS CO	4,200.42	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741407	HILLYARD / HUTCHINSON	8,877.04	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741408	HORIZON COMMERCIAL POOL SUPPLY	17,288.00	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741409	HUDSPETH, JAMES - HS	323.28	Yes	No
4/15/2019 4:49:40 PM	EDG	105252057	741410	INNOVATIVE OFFICE SOLUTIONS	839.46	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741411	INSTITUTE FOR ENVIRON ASSESS	1,043.55	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741412	INTEREUM, INC.	25,859.09	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741413	JAGUAR COMMUNICATIONS INC	4,590.00	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741414	JAMF SOFTWARE	60,004.00	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741415	JOHN'S SEWER & DRAIN	130.00	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741416	JOHNSON CONTROLS	1,893.92	Yes	No
4/15/2019 4:49:41 PM	EDG	105252057	741417	KARLSBURGER FOODS, INC	426.40	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741418	LOUIS DEGIDIO SERVICES INC	1,648.47	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741419	LOWES	445.91	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741420	LUNCH LADY U, LLC	100.00	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741421	MACKIN EDUCATIONAL RESOURCES	3,473.89	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741422	MANKATO EAST HIGH SCHOOL	125.00	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741423	MATHESON TRI GAS	9.00	Yes	No
4/15/2019 4:49:42 PM	EDG	105252057	741424	MEI TOTAL ELEVATOR SOLUTIONS	440.48	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741425	MENNING, KRIS	200.00	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741426	METRO SOUND & LIGHTING INC	825.20	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741427	MIDWEST BAND INST. SERVICE	4,400.00	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741428	MINNEAPOLIS OXYGEN	306.40	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741429	MINNESOTA HIGHWAY SAFETY & RESE	566.00	Yes	No
4/15/2019 4:49:43 PM	EDG	105252057	741430	MINNESOTA WATER	149.85	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
4/15/2019 4:49:43 PM	EDG	105252057	741431	MN DEPT OF LABOR AND INDUSTRY	100.00	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741432	MN HARVEST, LLC	200.00	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741433	MSBA	30.00	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741434	MN STATE HIGH SCHOOL LEAGUE	35.00	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741435	MN VALLEY YMCA	24,500.00	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741436	MONOPRICE.COM	25.98	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741437	MOUNTAIN STREAM SIGNS&SPORTS	2,298.80	Yes	No
4/15/2019 4:49:44 PM	EDG	105252057	741438	NATIONAL TREASURE KUNG FU, INC	2,580.00	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741439	NEOPOST	2,000.00	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741440	NORCOSTCO	326.90	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741441	NORMANDEALE COMMUNITY COLLEGE	216,900.00	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741442	OWENS, KASSANDRA	75.00	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741443	PALMER BUS SERVICES	297,086.63	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741444	PARALLEL TECHNOLOGIES INC	977.50	Yes	No
4/15/2019 4:49:45 PM	EDG	105252057	741445	PARK NICOLLET HEALTH SERVICES	820.00	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741446	PERFORMANCE FOOD GROUP	8,828.64	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741447	PETERSON BROS. ROOFING	3,740.60	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741448	PHOENIX SCHOOL COUNSELING,LLC	8,028.60	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741449	PLAINVIEW MILK PRODUCTS	14,915.06	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741450	PRAIRIE RIVER HOME CARE, INC	4,858.75	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741451	PREMIUM WATER CO	42.00	Yes	No
4/15/2019 4:49:46 PM	EDG	105252057	741452	PRIOR LAKE HIGH SCHOOL	150.00	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741453	REGION 2AA	340.00	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741454	REGION V COMPUTER SERVICES	522.50	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741455	RIEDERER, JEAN	75.00	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741456	RIEDERER, SARAH	75.00	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741457	RIVER VALLEY THEATRE COMPANY	2,547.60	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741458	RYAN MECHANICAL INC	2,728.00	Yes	No
4/15/2019 4:49:47 PM	EDG	105252057	741459	SAFELINE MANAGEMENTSERVICES	8,300.00	Yes	No
4/15/2019 4:49:48 PM	EDG	105252057	741460	SCHWAB VOLLHABER LUBRATT SERVIC	308.08	Yes	No
4/15/2019 4:49:48 PM	EDG	105252057	741461	SCHWICKERT'S, INC	1,366.00	Yes	No
4/15/2019 4:49:48 PM	EDG	105252057	741462	SEESAW	18,900.00	Yes	No
4/15/2019 4:49:48 PM	EDG	105252057	741463	SHAKOPEE CHAMBER OF COMMERCE	25.00	Yes	No
4/15/2019 4:49:48 PM	EDG	105252057	741464	SHAKOPEE PUBLIC UTILITY COMMIS	99,041.94	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
4/15/2019 4:49:48 PM	EDG	105252057	741465	SHRED-N-GO, INC.	692.60	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741466	SOUTHWEST METRO EDUCATIONAL CO	40,761.39	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741467	ST GERTRUDE'S HEALTH AND RHABILIT	218.40	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741468	STARK, GRACE	143.00	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741469	STATELY, REUBEN KITTO	150.00	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741470	STORCH, AMY	60.00	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741471	SULLWOLD, MARK	59.00	Yes	No
4/15/2019 4:49:49 PM	EDG	105252057	741472	SUMMIT COMPANIES	1,014.68	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741473	SUNDE LAND SURVEYING	206.50	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741474	SWANSON MEATS INC	4,582.90	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741475	TRI DIM FILTER CORPORATION	99.66	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741476	TRIO SUPPLY COMPANY	997.84	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741477	TUMBLEWEED PRESS INC.	539.10	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741478	TWIN CITIES DOTS & POP	1,782.00	Yes	No
4/15/2019 4:49:50 PM	EDG	105252057	741479	UNIVERSITY OF MINNESOTA	400.00	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741480	UHL CO., INC	5,566.00	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741481	US FOODS, INC.	39,045.38	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741482	VERIZON WIRELESS	3,863.17	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741483	WASTE MANAGEMENT	5,332.61	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741484	WATER TO YOU	33.00	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741485	WAZER Inc.	5,099.00	Yes	No
4/15/2019 4:49:51 PM	EDG	105252057	741486	WENTE, BRANDON	75.00	Yes	No
4/15/2019 4:49:52 PM	EDG	105252057	741487	WILMES, JENNIFER	432.00	Yes	No
4/15/2019 4:49:52 PM	EDG	105252057	741488	WILSON, KATHERINE - PE	75.00	Yes	No
4/15/2019 4:49:52 PM	EDG	105252057	741489	WOLD ARCHITECTS & ENGINEERS	791.60	Yes	No

*** Totals

Total Documents: 127

Total Amount: 1,146,382.98

Bank Account - Wires Out

Date	Description	Amount
3/1/2019	Payroll Direct Deposit	1,425,275.22
3/1/2019	Health Partners Premium	3,696.00
3/4/2019	IRS Federal Taxes ACH	498,371.49
3/5/2019	State of MN Taxes ACH	84,772.00
3/5/2019	Payroll Voluntary Deductions	3,100.97
3/5/2019	State of MN Taxes ACH	237.43
3/6/2019	Payroll Voluntary Deductions	131,485.12
3/6/2019	Payroll Voluntary Deductions	1,560.00
3/7/2019	Teachers Retirement Association (TRA) ACH	263,991.01
3/7/2019	Public Employee Retirement Association (PERA) ACH	67,001.86
3/7/2019	Miscellaneous Service Charges	7,698.76
3/8/2019	Payroll Voluntary Deductions	65,545.88
3/8/2019	Miscellaneous Service Charges	106.24
3/11/2019	Miscellaneous Service Charges	78.20
3/12/2019	Payroll Voluntary Deductions	7,979.97
3/15/2019	Payroll Direct Deposit	1,502,798.64
3/18/2019	IRS Federal Taxes ACH	525,471.20
3/19/2019	State of MN Taxes ACH	89,597.00
3/19/2019	Payroll Voluntary Deductions	7,095.12
3/19/2019	State of MN Taxes ACH	766.66
3/21/2019	Payroll Voluntary Deductions	132,660.49
3/21/2019	Teachers Retirement Association (TRA) ACH	266,400.90
3/21/2019	Public Employee Retirement Association (PERA) ACH	81,922.24
3/21/2019	Payroll Voluntary Deductions	69,779.49
3/26/2019	Payroll Voluntary Deductions	16,637.29
3/26/2019	Miscellaneous Service Charge	53.50
3/29/2019	Payroll Direct Deposit	1,453,398.15
3/29/2019	Bank Service Charge	1,351.32
		6,708,832.15

Investment Accounts - Wires Out

Date	Description	Amount
3/1/2018	2015 Building Fund - Construction Checks	130,000.00
3/1/2018	General Fund - Payroll Checks	1,500,000.00
3/5/2018	General Fund - Payroll Taxes/Deductions	1,100,000.00
3/7/2018	General Fund - February P-Card Payment	63,686.95
3/12/2018	General Fund - AP Checks	800,000.00
3/15/2018	General Fund - Payroll Checks	1,800,000.00
3/19/2018	General Fund - Payroll Taxes/Deductions	1,500,000.00
3/26/2018	2015 Building Fund - Construction Checks	2,060,000.00
3/29/2018	2015 Building Fund - Construction Checks	70,000.00
3/29/2018	General Fund - Payroll Checks	1,500,000.00
3/31/2018	2015 Building Fund - Fees	792.55
3/31/2018	Dental Insurance Trust Payments	55,228.57
3/31/2018	Health Insurance Trust Payments	700,641.90
3/31/2018	OPEB Fees	2,259.50
		11,282,609.47

SOUTHWEST METRO INTERMEDIATE DISTRICT

JOINT POWERS AGREEMENT

This Agreement is made and entered into this 1st day of July, 2016, by and among Independent School District No. 2905 (Tri-City United), Independent School District No. 716 (Belle Plaine), Independent School District No. 717 (Jordan), Independent School District No. 719 (Prior Lake-Savage), Independent School District No. 720 (Shakopee), Independent School District No. 721 (New Prague), Independent School District No. 108 (Central Public Schools), Independent School District No. 112 (Eastern Carver County Schools), Independent School District No. 110 (Waconia), Independent School District No. 111 (Watertown-Mayer), and Independent School District No. 877 (Buffalo-Hanover-Montrose) all being school districts and governmental units of the State of Minnesota (hereinafter referred to as the "Collaborating Districts").

RECITALS:

WHEREAS, through a joint agreement entered into on October 12, 1976 by Independent School District No. 720, Shakopee, Independent School District No. 112, Chaska, and Independent School District No. 110, Waconia, the Carver-Scott Cooperative Center was established and operated as a vocational education cooperative center under Minn. Stat. §123.351 (1974); and

WHEREAS, subsequently, the Carver-Scott Cooperative Center was renamed as the Carver-Scott Educational Cooperative No. 930 ("CSEC"); and

WHEREAS, over time, the CSEC periodically added additional school districts as

members and has expanded the educational services it provides to such participating school districts; and

WHEREAS, on July 1, 2013, the Collaborating Districts, which consisted of the members of the CSEC and the Minnesota River Valley Special Education Cooperative (MRVSEC) established a joint powers entity under Minn. Stat. § 471.59 for the purpose of continuing the mission of the CSEC & MRVSEC under a new name and organization, pursuant to the terms and conditions described below. The new joint powers entity was named the SouthWest Metro Educational Cooperative.

WHEREAS, the SouthWest Metro Educational Cooperative joint powers agreement anticipated the possible formation of an Intermediate District with the member school district boards agreeing as follows:

**ARTICLE VI
CONTINUED OPERATION AS AN INTERMEDIATE DISTRICT**

If the Minnesota Legislature adopts enabling legislation approving the establishment of the District as an Intermediate District under Chapter 136D of the Minnesota Statutes, or other law, and if the Collaborating Districts individually vote to reorganize the District (Educational Cooperative) as an Intermediate District, the Collaborating District Boards hereby agree to continue the District as an Intermediate District in accordance with the terms of this Agreement, any amendments to this Agreement, the bylaws of the District, as amended, and applicable laws.

WHEREAS, the 2015 Minnesota State Legislature in Special Session passed Minn. Stat. § 136D.41:

136D.41 LISTED DISTRICTS MAY FORM INTERMEDIATE DISTRICT.

Notwithstanding any other law to the contrary, two or more of the Independent School Districts Nos. 108, 110, 111, and 112 of Carver County, Independent School Districts Nos. 716, 717, 719, 720, and 721 of Scott County, and Independent School District No. 2905 of Le Sueur County, whether or not contiguous, may enter into agreements to accomplish jointly and cooperatively the acquisition, betterment, construction, maintenance, and operation of facilities for, and instruction in, special education, career and technical education, adult basic education, and alternative education. Each school district that becomes a party to such an agreement is a "participating school district" for purposes of sections 136D.41 to 136D.49. The agreement may provide for the exercise of these powers by a joint school board created as set forth in sections 136D.41 to 136D.49.

WHEREAS, an Intermediate District is defined in Minn. Stat. § 136D.01:

136D.01 INTERMEDIATE DISTRICT.

"Intermediate district" means a district with a cooperative program which has been established under Laws 1967, chapter 822, as amended; Laws 1969, chapter 775, as amended; and Laws 1969, chapter 1060, as amended, offering integrated services for secondary, postsecondary, and adult students in the areas of vocational education, special education, and other authorized services.

NOW, THEREFORE, in consideration of the promises and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE I

AUTHORITY; NAME; PURPOSE

Section 1. AUTHORITY. This Agreement is entered into by and among the Collaborating Districts pursuant to Minn. Stat. § 471.59 (2012), which authorizes two or more governmental units, by agreement entered into through action of their governing bodies, to jointly or cooperatively exercise any power common to the contracting parties

or any similar powers. The authority to form an Intermediate District was granted the aforementioned Collaborating Districts in Minn. Stat. 136D.41 (2015),

Section 2. NAME. The name of the joint powers entity created hereunder shall be the SouthWest Metro Intermediate District (hereinafter the “District”).

Section 3. PURPOSE. The purpose of this Agreement is to establish a governing organization through which the Collaborating Districts may jointly and cooperatively provide educational programming and services at one or more sites. The educational programming and services shall include special education, vocational education, career and technical education, adult basic education, alternative education and any other educational programs or services defined in Minn. Stat. § 123A.21 subdivisions 7 and 8 and/or Minn. Stat. § sections 136D.41 to 136D.49 that are requested by one or more Collaborating Districts and approved by the Governing Board.

ARTICLE II

GOVERNANCE

Section 1. GOVERNING BOARD; ALTERNATE MEMBERS; TERM; VACANCY.

The management and control of the District shall be vested in a Governing Board, known as the SouthWest Metro Intermediate District Board, which shall have the authority to function as an entity separate and apart from any of the Collaborating Districts and generally to act in furtherance of the Collaborating Districts’ joint interests and intentions hereunder. Each member of the Governing Board (including alternate members) shall be a member of a board of a Collaborating District that has been appointed by the board

of a Collaborating District in a manner established by the respective Collaborating District. Each Collaborating District shall also appoint an alternate member who shall participate in meetings of the Governing Board in the absence of the primary board member. Each Collaborating District shall have at least one member and one alternate member on the Governing Board. Each member and alternate member of the Governing Board shall be appointed for a one-year term, may be reappointed, and shall continue to serve until such member's successor is appointed. A vacancy on the Governing Board shall occur if a member of the Governing Board is no longer a board member of his or her Collaborating District, or if the vacancy occurs as a result of death, disqualification, resignation, disability, removal or such other cause. A vacancy on the Governing Board shall be filled for the unexpired term by appointment of the board of the Collaborating District whose seat is vacant, within 30 days of the vacancy. A person appointed to the Governing Board shall qualify as a Governing Board member by filing with the chair a written certificate of appointment from the appointing board of the Collaborating District in question.

Section 2. OFFICERS. The officers of the Governing Board shall be a chair, vice- chair, clerk and treasurer. The chair shall preside at all meetings of the Governing Board except in the chair's absence the vice-chair shall preside. The clerk shall keep a complete record of the minutes of each meeting and the treasurer shall be the custodian of the funds of the District. The election of the officers shall be pursuant to majority vote of the members of the Governing Board at its first meeting of each fiscal year. Each officer of the Governing Board shall be appointed for a one-year term, may be reappointed, and shall continue to serve until such member's successor is appointed and

qualified.

ARTICLE III

POWERS OF THE GOVERNING BOARD

The Governing Board shall have the general charge of the business of the District and the ownership of its facilities, fixtures and personal property. The Governing Board shall take such action as it deems necessary and proper to accomplish the purposes of the District, or any other action necessary and incidental to the implementation of said purposes or actions, including, but not limited to, entering into contracts, leases or agreements with a Collaborating District or others, whenever the Governing Board shall deem such action to be advisable. The Governing Board has the power to adopt bylaws which shall provide for the following: the date of the annual meeting of the Governing Board, duties of the officers, voting procedures, the definition of a quorum, and such other matters which the Governing Board may deem necessary and proper.

ARTICLE IV

MEMBERSHIP

Section 1. ADDING MEMBER DISTRICTS. An independent school district, may become of member of the District with the approval, in writing, of at least a majority consent of at least two thirds¹ of the Governing Board. Upon approval by the Governing Board, the school district, by action of a majority of its board, shall adopt a resolution authorizing such school district to become a member upon executing this Agreement

¹ Amended April 2019.

and any amendments thereto. A certified copy of such resolution, along with the executed Agreement (including any amendments) shall be furnished to the clerk of the Governing Board, whereupon such school district shall be deemed to be a Collaborating District bound by the terms of this Agreement, any amendments thereto, and the District's bylaws.

Section 2. WITHDRAWAL OF MEMBER DISTRICTS. Any Collaborating District may withdraw from this Agreement by resolution adopted by a majority vote of the full membership of its school board and by formal written notice to the school board of each other Collaborating District. The notice shall include a certified copy of the adopted withdrawal resolution. The withdrawal shall become effective at the end of the next following school year. The withdrawal of a Collaborating District shall not affect the continuing liability of that Collaborating District for continuing obligations incurred that had the approval of the school board of that Collaborating District prior to the notice of withdrawal.

ARTICLE V

DURATION; DISSOLUTION; BREACH; LIABILITY; INSURANCE

Section 1. DURATION. This Agreement shall be perpetual in duration unless terminated pursuant to provisions of this Agreement, as amended, or any state law terminating the Agreement.

Section 2. DISSOLUTION. The boards of two-thirds of the Collaborating Districts may agree to dissolve the District effective at the end of any school year or at an earlier time as they may mutually agree by adopting written resolutions approving the

termination of this Agreement and the dissolution of the District. To the extent permitted by law, the termination shall not affect the continuing liability of present or former Collaborating Districts for indebtedness incurred prior to the termination, or for other continuing obligations, including unemployment compensation or reemployment insurance. Upon dissolution of the District, all of its property remaining after payment or reservation for debts and liabilities shall be divided among the Collaborating Districts in accordance the District's bylaws.

Section 3. BREACH OF AGREEMENT. Any Collaborating District breaching this Agreement and given written notice of the breach and the nature thereof shall have thirty (30) days in which to cure the breach. The breaching Collaborating District shall be liable for any expenses incurred by any other Collaborating District to enforce the provisions of this Agreement and any damages incurred by other Collaborating Districts as a result of the breach.

Section 4. LIABILITY. No Collaborating District shall be liable for the acts or omissions of the District, nor shall a Collaborating District be liable for acts or omissions of another Collaborating District. The liability and the monetary limits of liability of the District, the Collaborating Districts, their officers, employees, representatives, and agents shall be governed by the Minnesota Government Tort Claims Act, (Minnesota Statutes Chapter 466) and other applicable law.

Section 5. INSURANCE. The District shall maintain property insurance on its buildings, fixtures and personal property. The District shall also maintain liability

insurance in not less than the statutory maximum liabilities for school districts.

ARTICLE VI

MISCELLANEOUS PROVISIONS

Section 1. CAPTIONS. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 2. AMENDMENTS TO THIS AGREEMENT. Amendments to this Agreement may be proposed by the school board of any Collaborating District or by the Governing Board of the District. Notice of proposed amendments shall be sent to all Collaborating Districts. The proposed amendment shall not become effective until it has been approved and executed by not less than two-thirds of all the Collaborating Districts. An amendment approved under this Section shall be an addendum to this Agreement.

Section 3. SAVINGS CLAUSE. Should any provision or article of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the school boards of the Collaborating Districts shall meet for the purpose of arriving at an agreement on a lawful provision to replace the unlawful provision or article. The newly agreed upon provision or amendment must be approved by the school boards of the Collaborating Districts by resolutions adopted in the manner specified

in this Article VII for the adoption of amendments.

Section 4. NOTICES. All notices required or permitted to be given by a Collaborating District shall be given by the clerk of its school board. The notice shall be in writing and shall be sent by first class mail or electronic mail to the administrative offices of the school board of a Collaborating District or the Governing Board, as appropriate. A notice shall be timely if postmarked or emailed on the day it is due. In the case of a notice requiring school board action, a certified copy of the resolution, motion or minutes of the school board specifying the school board action shall be sent with the notice.

Section 5. ENTIRE AGREEMENT; APPLICABLE LAW. This Agreement contains the entire agreement between the parties. No party has relied upon any statements or promises that are not stated in this Agreement. This Agreement shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

Section 6. EXECUTION IN COUNTERPARTS; EFFECTIVE DATE OF AGREEMENT. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute the same and whole instrument. This Agreement shall become effective upon its approval by the boards of each Collaborating District.

IN WITNESS WHEREOF, the officers indicated below of the Collaborating

Districts have signed this Agreement by authority of their respective school boards.

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 2905
(Tri-City United)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 716
(Belle Plaine)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 717
(Jordan)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 719
(Prior Lake-Savage)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 720
(Shakopee)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 721
(New Prague)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 108
(Central Public Schools)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 112
(Schools of Eastern Carver County)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 110
(Waconia)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2015.

**INDEPENDENT SCHOOL DISTRICT NO. 111
(Watertown-Mayer)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2016.

**INDEPENDENT SCHOOL DISTRICT NO. 877
(Buffalo-Hanover-Montrose)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2019.

**INDEPENDENT SCHOOL DISTRICT NO. 2835
(Janesville-Waldorf-Pemberton)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2019.

**INDEPENDENT SCHOOL DISTRICT NO. 2168
(New Richland-Hartland-Ellendale-Geneva)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2019.

**INDEPENDENT SCHOOL DISTRICT NO. 829
(Waseca)**

By _____
Chair

By _____
Clerk

Approved at a meeting
of the School Board
thereof held on the
___ day of _____, 2019.

**INDEPENDENT SCHOOL DISTRICT NO. 2143
(Waterville-Elysian-Morristown)**

By _____
Chair

By _____
Clerk

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. _____
_____, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. _____, _____, Minnesota, was held on the ____ day of _____, 2019, at _____ p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING AMENDMENT
TO THE JOINT POWERS AGREEMENT OF
SOUTHWEST METRO INTERMEDIATE DISTRICT NO. 288**

WHEREAS, a Joint Powers Agreement establishing the SouthWest Metro Intermediate District No. 288 (the Intermediate District) as a joint powers entity under Minn. Stat. § 471.59 as authorized by Minn. Stat. § 136D.41 was made and entered into in 2016, by and among Independent School District No. 2905 (Tri-City United), Independent School District No. 716 (Belle Plaine), Independent School District

No. 717 (Jordan), Independent School District No. 719 (Prior Lake-Savage), Independent School District No. 720 (Shakopee), Independent School District No. 721 (New Prague), Independent School District No. 108 (Central Public Schools), Independent School District No. 112 (Eastern Carver County Schools), Independent School District No. 110 (Waconia), Independent School District No. 111 (Watertown-Mayer), and Independent School District No. 877 (Buffalo-Hanover-Montrose).

WHEREAS, a copy of the Joint Powers Agreement is attached and incorporated by reference.

WHEREAS, the Intermediate District Joint Powers Agreement in Article IV, Section 1 provides that an independent school district may become of member of the SouthWest Metro Intermediate District with the approval ***of at least a majority*** of the Intermediate District Governing Board (*emphasis added*).

WHEREAS, the Intermediate District Joint Powers Agreement in Article VI, Section 2 provides that amendments to this Agreement may be proposed by the school board of any Collaborating District or by the Governing Board of the District. Notice of proposed amendments shall be sent to all Collaborating Districts. The proposed amendment shall not become effective until it has been approved and executed by not less than two-thirds of all the Collaborating Districts. An amendment approved under this Section shall be an addendum to this Agreement.

WHEREAS, the Intermediate District Governing Board, at its Regular Board Meeting of April 16, 2019, voted unanimously to propose an amendment to the Intermediate District Joint Powers Agreement in Article IV, Section 1 as follows

in pertinent part:

Section 1. ADDING MEMBER DISTRICTS. An independent school district, may become of member of the District with ~~the approval, in writing, of at least a majority~~ consent of at least two thirds of the Governing Board...

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. _____, as follows:

1. That the attached Joint Powers Agreement be and hereby is approved as amended; and
2. That the Chairman and Clerk are hereby authorized to execute and deliver the attached amended Joint Powers Agreement.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

From: [Redmond, Michael](#)
To: [Koehn, Sarah](#)
Subject: Fw: Amendment to SWMetro Joint Powers Agreement
Date: Wednesday, April 17, 2019 3:54:18 PM
Attachments: [Board Resolution Approving Amendment to SWMetro Joint Powers Agreement.docx](#)
[SWMetro Intermediate District Joint Powers Agreement-Amended April 2019.docx](#)
[Outlook-1sim0jqm.png](#)

Mike Redmond
Superintendent | Shakopee Public Schools
mredmond@shakopee.k12.mn.us | 952.496.5002 (direct)



It's a great day to be a Saber!

From: Darren Kermes <dkermes@swmetro.k12.mn.us>
Sent: Wednesday, April 17, 2019 1:52 PM
To: Angela Tucker; Dale Buss; Dave Wilson; Deb Pauly; Dennis Havlicek; John Weinand; Julie Sweeney; Melissa Enger; Richard Schug; Ron Meyer; Tracy O'Brien; Brian Corlett; Clint Christopher; Matt Helgerson; Redmond, Michael; Patrick Devine; Ron Wilke; Ryan Laager; Scott Thielman; Teri Preisler; Teri Staloch; Tim Dittberner
Subject: Amendment to SWMetro Joint Powers Agreement

Good Afternoon,

The SWMetro Board unanimously to support the recommendation of the SWMetro Superintendent Team to propose the amendment of the SWMetro Bylaws such that a two thirds majority of member districts is required to add a new member district.

As promised, attached, please find two documents in Word. The first is a Board Resolution that can be amended by adding your specific district information (either by hand or by editing the Word document). The second is a copy of the SWMetro Joint Powers Agreement with redline markings showing the amendment within the document.

Please present and pass the resolution at an upcoming Board meeting of your district. Please print and obtain original signatures on two copies. Please retain one original for your local district Board records and please mail the second original (or personally deliver at an upcoming superintendent or Board meeting) to me at my office.

There is no timeline on this, however, it would be ideal if we could approve in each district over the course of the next month so that it can be duly noted at the May 21 SWMetro Board meeting.

Thank you in advance for your assistance in passing this resolution!

Darren

Darren G. Kermes

Superintendent

SouthWest Metro

Intermediate District 288

952-567-8102

www.swmetro.k12.mn.us

Home - SouthWest Metro Intermediate District 288

www.swmetro.k12.mn.us

SouthWest Metro serves students in 11 member districts across the southwestern Twin Cities metropolitan area with programs in Special Education, Career and Technical Education, Adult Basic Education, and Alternative Education.



Make a difference today for someone who is fighting for their tomorrow. -Jim Kelly

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To: School Board
From: Jeff Priess
Date: April 22, 2019
Re: ICS Audit

In January the District administration initiated an audit of consulting activity between ICS and the school district. Audit focused on consulting activity from 2012 through 2018 emphasizing an analysis of contractual agreements, subsequent district payments related to contractual agreements, and an analysis of reimbursable charges related to consulting activity. The District's audit firm (BerganKDV) provided support for the audit.

In summary we determined:

Payments to ICS were reconciled back to contractual agreements
Costs related to benefit former employee were not passed back to the district
Reimbursable charges were reasonable and easily verified
Contract costs were reasonable to similar school district building projects



2019 COMMUNITY FACILITIES TASK FORCE MEMBERSHIP APPLICATION

The 2019 Community Task Force will analyze pertinent information and consider options for the current facilities. Our Community Facilities Task Force will be comprised of a broad cross section of interests from School District residents and parents to district staff and administration.

The goal of the Task Force is to achieve a thorough understanding of the capacity of existing spaces and the areas where space is available. The Task Force will make a recommendation of the most appropriate use of these spaces to the School Board. The Task Force analysis will include Pearson School and the Central Family Center (CFC). It will also take into account enrollment trends.

Framework for deliverables

- Initiate the process of self-nomination for Task Force membership to begin shortly
- Hold a kick-off meeting to be held on May 15, 2019 (prior to end of school year)
- Schedule two Task Force meetings in summer 2019
- Schedule additional Community Facilities Task Force meetings September through November 2019
- Recommendations from Community Facilities Task Force shared with School Board Facilities Committee and School Board

Establish a current understanding of school district facilities

- What is the maximum capacity of district buildings?
- What is the quantity of available space in the district?
- How do we make the best use of our current spaces?

Anticipated topics

- Enrollment and current building capacities
- Pearson School
- Central Family Center

Topics not part of our task force

- Grade configuration
- Attendance areas
- Transfer request between buildings
- Temporary crowding

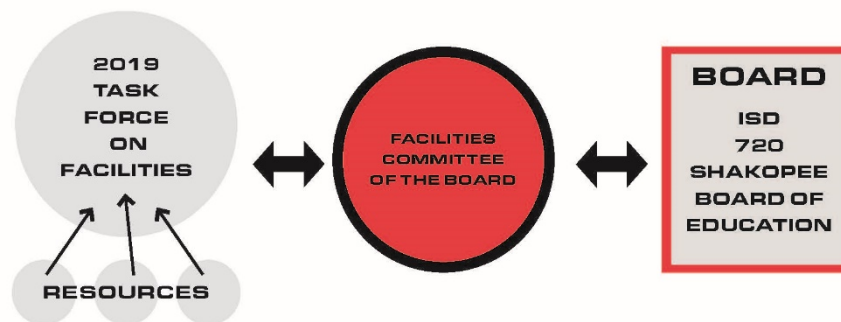
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Participants

- Taskforce: 18 participants
 - Community/parents (6)
 - Teachers (4 = 1 early childhood, 1 elementary, 1 middle, 1 high school)
 - Staff (2)
 - School Board members (3)
 - District administrator (1)
 - Building administrator (1)
 - Buildings & Grounds Manager (Ed Zeimet)
 - Committee facilitator (Scott McQueen, Wold Architects & Engineers)
- Resources: Superintendent, administrators and other experts as appropriate
- Use self-nomination application process

Reporting structure



Participant attendance commitment

- Kick-off meeting in May 2019
- Two summer 2019 meetings
- Approximately 3 months of 2 hour meetings, every 2 weeks (Sept-Nov 2019)

Projected schedule of activities

- April 8 – 24, 2019 @ 3:00PM Self-nomination application window
- May 15, 2019 @ 6:00PM Kick-off, informational meeting
- Summer 2019 Meetings
 - July 11, 2019 @ 6:00PM 1st summer 2019 meeting
 - August 22, 2019 @ 6:00PM 2nd summer 2019 meeting
- Fall 2019 Meetings all meetings @ 6:00PM
 - September 18, 2019
 - October 3, 2019
 - October 15, 2019
 - November 4, 2019
 - November 12, 2019
 - December 2, 2019
- November 20, 2019 @ 5:00PM Presentation of recommendations to School Board Facilities Committee
- December 9, 2019 @ 6:00PM Presentation of recommendations School Board Business Meeting:
- January 2020 CFTF final presentation



2019 COMMUNITY FACILITIES TASK FORCE MEMBERSHIP APPLICATION

School planning is a community wide collaborative process involving diverse stakeholders. This task force will analyze pertinent information and consider options for the current facilities. The goal of this group is to achieve a thorough understanding of the capacity of existing spaces and areas where space is available. The task force will make a recommendation of the most appropriate use of these spaces to the school board.

The focus of this task force is specific in nature. The group will be answering the following three questions: 1. What is the maximum capacity of district buildings? 2. What is the quantity of available space in the district and 3. How do we make the best use of our current spaces?

Applications will be accepted April 8 - 24, 2019 at 3:00PM. Questions? Contact the Superintendent's Office at 952-496-5006 or communications@shakopee.k12.mn.us. Thank you.

First Name: _____ Last Name: _____
Address: _____ City: _____ State: ____ Zip Code: _____
Cell Phone #: _____ Email: _____

How many years have you lived in the Shakopee School District?

- 0-2 years 3-5 years 6-12 years More than 12 years

Please select your age range below:

- 18-35 36-50 51-65 66 and older

Do you have any children or grandchildren that live in the district? Yes No

If yes, please select the schools your child(ren)/grandchild(ren) attend(s):

- Preschool Red Oak Ele. Sweeney Ele. Sun Path Ele.
 Eagle Creek Ele. Jackson Ele. East Middle West Middle
 High School Tokata L.C. SACS Graduate of SHS
 Other: _____

Are you a graduate of the Shakopee Public Schools? Yes No

Are you a staff member in our school district? Yes No

If you are a staff member in our school district, what position do you hold?

- Not applicable, I do not work in the district Middle School Teacher
 Non-Certified Staff High School Teacher
 Early Childhood Teacher District administrator (principal or other)
 Elementary Teacher Other: _____

Continue to Next Page



Please describe your motivations or reasons for wanting to serve on this task force:

Have you served on similar committees or task forces in the past? Yes No
If so, which committee(s) or task force(s)?

Are there any special skills and/or experiences that you bring to this task force?

The Community Facilities Task Force's first meeting is May 15, 2019 at 6:00PM in the District Office Board Room. Are you available to attend? Yes No (please save May 15th on your calendar)

Signature: _____ Date: _____

CFTF members will be appointed at the May 6, 2019 School Board Meeting. All applicants will be notified by May 7th. Thank you for your willingness to serve our community as part of the 2019 Community Facilities Task Force.



**General Fund -
Mar 31, 2019**

**REVENUE & EXPENDITURE
SUMMARY BY SOURCE,
OBJECT SERIES**

REVENUE

REVENUE CATEGORIES	June 30, 2017	6/30/2018	FY 19 Revised Budget	FY19 Received YTD	Budget Remaining
STATE	74,409,199	76,908,387	78,149,997	49,358,443	28,826,571
FEDERAL	2,608,594	2,279,034	2,258,755	956,679	1,302,076
PROPERTY TAXES	13,303,807	13,957,451	15,769,200	15,662,653	106,547
LOCAL (FEES, INTEREST, ETC.)	2,010,115	2,854,954	1,948,812	1,441,318	1,681,191
TOTALS	92,331,715	95,999,826	98,126,764	67,419,093	31,916,385

	3/31/2019	3/31/2018	3/31/2017
% Budget Received	63.16%	63.88%	62.80%
% Actuals Received	42.35%	33.44%	38.47%
% Actuals Received	99.32%	51.08%	38.47%
% Actuals Received	73.96%	67.43%	73.51%
% Actuals Received	68.71%	61.40%	58.84%

EXPENDITURES

OBJECT SERIES	June 30, 2017	30-Jun-18	Revised Budget	Expended YTD	Budget Remaining
SALARIES & WAGES	56,814,018	56,092,989	57,780,892	36,847,755	20,975,258
EMPLOYEE BENEFITS	16,535,540	16,557,655	17,255,584	11,466,924	5,821,367
PURCHASED SERVICES	12,421,607	12,287,716	12,996,654	8,253,193	4,590,035
SUPPLIES	3,097,134	2,734,909	2,940,392	1,767,111	1,173,281
EQUIPMENT	4,296,160	5,822,578	5,716,431	4,385,866	1,330,565
DEBT SERVICE	-	-	-	-	-
OTHER EXPENDITURES	621,008	737,601	797,858	286,292	511,566
TOTALS	93,785,468	94,233,448	97,487,811	63,007,140	34,402,073

% Budget Received	63.77%	64.58%	65.17%
% Actuals Received	66.45%	66.18%	60.95%
% Actuals Received	63.50%	66.79%	66.76%
% Actuals Received	60.10%	74.64%	86.68%
% Actuals Received	76.72%	80.68%	103.87%
% Actuals Received	35.88%	50.41%	49.33%
% Actuals Received	64.63%	66.33%	67.01%

Revenue over (under) Expenditures: 1,766,379 638,953

	Actual June 30, 2017	Actual 6/30/2018	Projected June 30, 2019
Non Spendable Fund Balance	657,884	208,934	208,934
Restricted Fund Balance	(303,080)	370,113	435,342
Assigned Fund Balance	20,882	185,388	185,388
Unassigned Fund Balance	691,569	2,069,198	2,642,922
Total Fund Balance	1,067,255	2,833,633	3,472,586

A Revised to reflect extension of closing date (Jackson Elementary Outlot A) to December 2019. Proceeds from sale (\$1,125,000) will be recognized in Fiscal Year 2020.



Superintendent: Mike Redmond
Finance Director: Jeffrey Priess

To: School Board

From: Jeff Priess

Date: April 22, 2019

Re: Budget update/revisions

Attached budget update provides as analysis of General Fund revenue and expense through March 31, 2019. Actual revenues and expenses are tracking as expected with respective planned budgets for the current fiscal year. Report also reflects the delay in closing the Jackson Outlot A (Lusitano) property sale to December of 2019. Delay will merely push the recognition of sale proceeds and the increase in the restricted fund balance to the subsequent fiscal year (FY20). Administration recommends the Board approve revised General Fund revenue in the amount of \$98,126,764.

Adopted: _____

MSBA/MASA Model Policy 533

Orig. 2005

Revised: 2nd Reading 4-22-2019

Rev. 2016

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food service, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. **STANDARDS AND NUTRITION GUIDELINES**

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. Foods and beverages sold a la carte in the cafeteria, from vending machines, and in school stores, outside of reimbursable meals, are considered "competitive foods."

2. Competitive foods listed in IV.C.1 will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents.
2. Rewards and incentives. Schools will reduce use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

E. Food and Beverage Marketing in Schools

1. Student wellness will be a consideration in school-based marketing of food and beverages.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: 2nd Reading 4-22-2019

Rev. 2017

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
 - a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.

- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.

- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.

(7) Record extra test materials.

b. During test.

(1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6) Do not review, discuss, capture, email, post, or share test content in any format.

(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After test.

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:

- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of

custody requirements.

- Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

Signature

Date

Name (printed)

Work Telephone

School Name

Email Address

District Name

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____
 School Name/Number: _____
 Date: _____ Printed Name: _____
 Signature: _____
 Test: _____

Subject (if applicable): Mathematics Reading Science

The Test Administration Report is used for recording situations where something unusual or unexpected happened during testing (see examples below). If an adult was involved (e.g., translator), include the adult’s name, signature, and relationship to the student. Attach additional sheets to this form as needed.

For all Minnesota Assessments, districts are not required to return a Test Administration Report. However, districts must maintain records for one year after the end of the academic school year in which testing took place for program audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS# (13 digits)	Explanation and/or Name and Signature

Examples of events to be documented in this report:

- A student engages in inappropriate behavior or action, including cheating, that results in the invalidation of tests.
- A student is administered the incorrect assessment or accommodation.
- A student uses a calculator when a calculator is not allowed.
- A student refuses to take an assessment, requiring the assessment to be invalidated.
- The district uses a translator to translate test directions to an English learner.
- District staff enters a student’s MCA responses or a student’s MTAS scores online.

Districts may also choose to document any students who experienced technical issues during online testing that affected their testing experience.

DISTRICT TEST SECURITY PROCEDURES
Independent School District No. _____, _____, Minnesota
20__-20__

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A. Roles and Responsibilities

1. _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.
2. _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
3. _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
 - a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.
 - d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
 - (3) Who Test Monitors should contact in case of emergency.
 - (4) Ensuring students get to the correct rooms for test administration.
 - (5) Ensuring students do not use cell phones or other electronic devices.
 - (6) Breaks for use of the restroom or other interruptions during testing:

- (a) What to do if a student reports an error or technical issue with a test item.
 - (b) What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 - (c) What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
 - (d) What individual students will do when finished testing.
- (7) Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
4. _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
5. _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
6. _____ is responsible for tracking devices/computers used by students.
7. _____ is responsible for conducting on-site monitoring of test administrations within the district.
8. _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
- a) _____ is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II. BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III. CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A. Receipt and Organization of Secure Test Materials

1. Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.
2. Paper test materials are shipped to district or school as determined by _____. If delivered to the school district, the process for distributing secure test materials to the school(s) will be completed by _____.
3. _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.
5. _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes _____.

B. Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.

3. Upon the receipt of materials, the Test Monitor will ensure that all test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to _____.
4. The Test Monitor is responsible for the test materials during the test administration until their return to _____.

C. Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to _____ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in _____, a locked secure location.
2. If not kept by Test Monitors and Test Administrators, _____ will keep all test materials secure until distributed for the next test session.
3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by _____ no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to _____.
5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.
6. _____ will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.
7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

Adopted: _____

MSBA/MASA Model Policy 722
Orig. 2017

Revised: 2nd Reading 4-22-2019

722 PUBLIC DATA REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. 720 PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: 7-14-08

Orig. 1998

Revised: _____

909 NEWS MEDIA RELATIONS

I. PURPOSE

The purpose of this policy is to establish and maintain a cooperative relationship with the news media.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the value of and supports open, fair and honest communication with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

III. GUIDELINES

- A. Members of the news media are welcome and encouraged to attend open board meetings. The superintendent or the superintendent's designee shall be the spokesperson for the school district. The board chair shall be the spokesperson for the school board.
- B. Members of the news media seeking information about the school district shall direct their inquiries to the superintendent or the school district communications coordinator.
- C. Response given to media inquiries regarding the school district shall accurately and objectively provide the facts and the consensus of the school board.



Shakopee Public Schools 2018-19 School Calendar

Updated April 23, 2018

NOTE: Tokata Lng. Ctr. First Day of School: September 4, 2018

NOTE: Grades 6-12 First Day of School: September 5, 2018

NOTE: Grades E-5 First Day of School: September 6, 2018

August 2018

August 20-23.....New Teacher Fall Workshop
August 27-30.....Teacher Fall Workshop

September 2018

September 3.....No School - Labor Day
September 4, 2018.....Student 1st Day of School (Tokata ONLY)
September 5, 2018.....Student 1st Day of School (Grades 6-12)
September 6, 2018.....Student 1st Day of School (Grades E-5)
September 4....Moving Day for Staff (Grades 6-12)
September 4-5.....Assess & Connect Days (Grades E-5)
September 26.....Student 2-Hour Early Release

October 2018

October 17.....No School - Teacher Staff Development Day
October 18-19.....No School - Fall Break

November 2018

November 8.....1st Quarter Ends
November 9.....No School - Teacher Planning Day
November 21-23.....No School - Thanksgiving Break
November 28.....Student 2-Hour Early Release

December 2018

December 20.....No School - Early Childhood Education Only
December 21-Jan 1.....No School - Winter Break

January 2019

December 21-Jan 1.....No School - Winter Break
January 21.....No School - Teacher Staff Development Day
January 25.....1st Semester Ends
January 28.....No School - Teacher Planning Day

February 2019

February 15.....No School - Teacher Staff Development Day
February 18.....No School - Presidents' Day Break

March 2019

March 13.....Student 2-Hour Early Release
March 28.....3rd Quarter Ends
March 29.....No School - Teacher Planning Day

April 2019

April 1-5.....No School - Spring Break
April 19.....No School - Students & Staff
April 24.....Student 2-Hour Early Release

May 2019

May 27.....No School - Memorial Day
May 31.....Senior Class (12th grade) Last Day of School

June 2019

June 6, 2019.....Student Last Day of School
June 7.....Teacher Work Day
June 8, 2019.....Graduation

August 2018

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

M	T	W	TH	F
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8	9	10	11	12
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29	30	31		

November 2018

M	T	W	TH	F
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12	13	14	15	16
19	20	21	22	23
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December 2018

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31				

January 2019

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February 2019

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March 2019

M	T	W	TH	F
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18	19	20	21	22
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April 2019

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29	30			

May 2019

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20	21	22	23	24
27	28	29	30	31

June 2019

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Key

	No School - Students and Staff
	No School - Students
	First/Last Day of School
	Quarter/Semester Change
	Student Early Release 2-Hours before Dismissal



Shakopee Public Schools 2019-20 School Calendar

*Updated 3/11/19

August 2019	
August 19-22.....	New Teacher Fall Workshop
August 26-29.....	Teacher Fall Workshop

September 2019	
September 2.....	No School - Labor Day
September 3-4.....	Elementary Connect Days (Grades E-5)
September 3.....	Student 1st Day of School (Grades 6-12)
September 5.....	Student 1st Day of School (Grades E-5)
*September 25 26.....	Student 2-Hour Early Release K-12

October 2019	
October 16.....	No School - Teacher Staff Development Day
October 17-18.....	No School - Fall Break

November 2019	
November 7	1st Quarter Ends
*November 7 20.....	Student 2-Hour Early Release K-12
November 8.....	No School - Teacher Planning Day
November 27-29.....	No School - Thanksgiving Break

December 2019	
December 20.....	No School - Early Childhood Only (PD day)
December 23-Jan 1.....	No School - Winter Break

January 2020	
December 23-Jan 1.....	No School - Winter Break
*January 20.....	No School - No Teachers - MLK, Jr. Day
*January 23.....	1st Semester Ends
*January 23 March 18.....	Student 2-Hour Early Release K-12
*January 24 27.....	No School - Teacher Planning Day

February 2020	
February 14.....	No School - All Teacher Staff Development Day
*February 14.....	No School - Teachers E-5 Off
February 17.....	No School - Presidents' Day Break

March 2020	
March 26.....	3rd Quarter Ends
*March 26 April 22.....	Student 2-Hour Early Release K-12
March 27.....	No School - Teacher Planning Day
March 30-April 3.....	No School - Spring Break

April 2020	
March 30-April 3.....	No School - Spring Break
*April 10.....	No School - Students & Staff All-Grades (removed, class in session)

May 2020	
*May 1.....	No School - Gr. 6-12 Teacher Staff Development Day
*May 1.....	No School - Gr. E-5 Teachers Off
May 25.....	No School - Memorial Day
*May 29.....	Senior Class (12th grade) Last Day of School (removed)

June 2020	
June 4.....	Student Last Day of School
June 5.....	Teacher Work Day
June 6.....	Graduation

August 2019				
M	T	W	TH	F
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5	6	7	8	9
12	13	14	15	16
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September 2019				
M	T	W	TH	F
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23	24	25	26	27
30				

October 2019				
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November 2019				
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18	19	20	21	22
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December 2019				
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23	24	25	26	27
30	31			

January 2020				
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27	28	29	30	31

February 2020				
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17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	TH	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
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May 2020				
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18	19	20	21	22
25	26	27	28	29

June 2020				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
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22	23	24	25	26
29	30			

Key	
	No School - Students and Staff
	No School - Students
	First/Last Day of School
	Quarter/Semester Change
	Student Early Release 2-Hours before Dismissal

**2019 Shakopee Public Schools
School Board Meeting Dates and other important dates**

Date	Time	Type of Meeting	Location
April 22, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
April 22, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
April 24, 2019	4:00PM	School Board Communications Committee Meeting	
April 24, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
May 6, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
May 6, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
May 20, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
May 20, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
May 22, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
June 10, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
June 10, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
June 24, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
June 24, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
June 26, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
TENTATIVE Monday, July 8, 2019	5:00-9:00PM	Summer Retreat	District Office Board Room, 1200 Town Square
July 22, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
July 22, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
July 24, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
August 12, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
August 12, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
August 26, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
August 26, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
August 26, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
August 28, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
September 9, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
September 23, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
September 23, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
September 25, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
October 14, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
October 14, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
October 28, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
October 28, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
October 30, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
November 18, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
November 18, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
November 20, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
December 9, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 9, 2019	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Board Room, 1200 Town Square
December 11, 2019	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square